

EDITED TASK LISTING

CLASS: PAROLE AGENT II, ADULT PAROLE (SUPERVISOR)

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Supervise Parole Agents in the control and supervision of services to parolees/releasees/inmates to monitor compliance of the conditions of parole and adjustment within the community by utilizing field/home contacts, office visits, anti-narcotics testing (ANT), collateral contacts, etc., pursuant to Department Policy, Departmental Operations Manual (DOM), California Code of Regulations (CCR) Title 15, State/Federal laws, etc.
2.	Provide routine training on parole issues to Parole personnel to increase their knowledge of Parole functions and scope of authority using various resources (e.g., interpersonal skills, knowledge, informational packages, meetings, laws and rules, policies, procedures), on an ongoing basis.
3.	Provides the full range of parole services in remote or isolated areas by supervising parolee/releasee caseloads (e.g., evaluate/interpret assessment needs to provide: counseling/directing, support and service referrals; verify residence and employment, etc.) to monitor compliance of the conditions of parole and adjustment within the community by utilizing field/home contacts, office visits, anti-narcotics testing (ANT), collateral contacts, etc., pursuant to Department Policy, Departmental Operations Manual (DOM), California Code of Regulations (CCR) Title 15, State/Federal laws, etc.
4.	Arranges pre-release programs for adult offenders to assist them in a successful reintegration back into the community by participating in the screening of cases for appropriate placement into community based programs pursuant to Department Policy, Departmental Operations Manual (DOM), California Code of Regulations (CCR) Title 15, State/Federal laws, etc.

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5.	Conducts home/field visits at the parolee's/releasee's residence to confirm residence of record (ROR) for compliance with the conditions and/or special conditions of parole by utilizing a state vehicle pursuant to Department Policy, Departmental Operations Manual (DOM), California Code of Regulations (CCR) Title 15, State/Federal laws, etc.
6.	Provide re-integration into the community by evaluating/assessing/determining the needs of parolee's/releasee's by providing and/or referring them to community resources/services (e.g., mental health, substance abuse treatment, education/vocational/employment programs, parenting/domestic violence/anger management classes, housing, cash assistance, social services, etc.) pursuant to Department Policy, Departmental Operations Manual (DOM), California Code of Regulations (CCR) Title 15, State/Federal laws, etc.
7.	Conducts parole searches, while maintaining tactical command, of a parolee's/releasee's property and dominion of control (e.g., parolee's/releasee's person, ROR, vehicle, etc.) to confiscate/secure contraband (e.g., illegal drugs, drug paraphernalia, weapons, alcoholic beverages, etc.) for compliance with conditions of parole and public safety utilizing safety equipment (e.g., rubber gloves, flashlight, sharp containers, camera, evidence bags, property receipts, etc.), Division of Adult Parole Operations (DAPO) staff, other law enforcement agencies, etc., pursuant to Department Policy, Departmental Operations Manual (DOM), California Code of Regulations (CCR) Title 15, State/Federal laws, etc.

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8.	Apprehend and arrest parolees/releasees, while maintaining tactical command, who are suspected of involvement in criminal activities, violations of parole or presents a danger to self or others, etc., to promote public safety and hold the parolees/releasees accountable for their behavior by conferencing for arrest with a supervisor and/or coordinating with DAPO and other law enforcement agencies and utilizing safety equipment (e.g., soft body armor, chemical agents, baton, weapons, hand held radio, mechanical restraints, etc.) pursuant to Department Policy, Departmental Operations Manual (DOM), California Code of Regulations (CCR) Title 15, State laws, etc.
9.	Represents the department as a witness at violation hearings and testifies in court regarding parolee's/releasee's parole violations or criminal behavior and/or any other court proceedings, as necessary, to bring forth evidence of alleged charges by verifying parolee's/releasee's, criminal history, parole adjustment and behavior/character using violation report and/or verbal testimony pursuant to Department Policy, Departmental Operations Manual (DOM), California Code of Regulations (CCR) Title 15, State/Federal laws, etc.
10.	Conduct drug testing of parolees/releasees by obtaining statement of admission and/or random ANT and when possible visually observe the test and inspect the parolee's/releasee's arms, eyes, and other body parts for signs of drug usage, etc., and maintain the integrity of urine sample (e.g., bottle tapering, body search, etc.); for verification of compliance with conditions of parole and public safety pursuant to Department Policy, Departmental Operations Manual (DOM), California Code of Regulations (CCR) Title 15, State laws, etc.

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11.	Respond to inquiries/correspondence from various collaterals regarding parolees/releasees current status (e.g., pending release, current location, community adjustment, etc.) to provide pertinent information on a need to know basis utilizing case factors pursuant to Department Policy, Departmental Operations Manual (DOM), California Code of Regulations (CCR) Title 15, State/Federal laws, etc.
12.	Provide mandated information regarding parolee's/releasee's current location, pending release and community adjustment, etc., to victim(s), parolee's/releasee's appropriate family members, law enforcement and governmental agencies by notifying and providing written documentation to comply with state law utilizing case factors and California Penal Code pursuant to Department Policy, Departmental Operations Manual (DOM), California Code of Regulations (CCR) Title 15, State/Federal laws, etc.
13.	Complete the Risk/Needs Assessment of the parolee/releasee (e.g., to determine supervision-classification levels, establish and complete the special conditions of parole, develop a parole plan by assessing the parolee's/releasee's commitment offense(s) and prior criminal history, proposed residence and employment, financial or lack of financial resources, disability issues/concerns, etc.) by reviewing all the case factors in the pre-parole file and collaboration with institutions, pursuant to Department Policy, Departmental Operations Manual (DOM), California Code of Regulations (CCR) Title 15, State/Federal laws, etc.
14.	Perform parolees/releasees case reviews in collaboration with supervisor to determine appropriate supervision levels, monitor contact requirement, compliance with conditions of parole and registration requirement utilizing ROS, field file, parole adjustment, etc., pursuant to Department Policy, Departmental Operations Manual (DOM), California Code of Regulations (CCR) Title 15, State/Federal laws, etc.

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15.	Prepare handwritten, dictated or computer generated reports (e.g., violations reports, activities reports, discharge review reports, mileage logs, caseload roster, CDC998, etc.) to produce and provide required information regarding caseload/workload management utilizing computers, CDC forms, etc., pursuant to Department Policy, Departmental Operations Manual (DOM), California Code of Regulations (CCR) Title 15, State/Federal laws, etc.
16.	Reviews, analyzes, and evaluates assessments/recommendations by Parole Agents utilizing case reviews, case audits, violations reports, discharge reviews, etc., to ensure compliance pursuant to Department Policy, Departmental Operations Manual (DOM), California Code of Regulations (CCR) Title 15, State/Federal laws, etc.
17.	Reviews employment and treatment programs to ensure appropriate program utilization and contract compliance pursuant to Department Policy, Departmental Operations Manual (DOM), California Code of Regulations (CCR) Title 15, State/Federal laws, etc.
18.	Evaluate the performance of staff to aid in their professional development and to ensure performance objectives/standards are met by monitoring work assignments, case reviews, case audits, training, etc., pursuant to the State Personnel Board, Department Policy, Departmental Operations Manual (DOM), California Code of Regulations (CCR) Title 15, State/Federal laws, etc.
19.	Initiates and/or participates in the progressive discipline process to improve employee performance or address issues of substandard performance by utilizing various resources (e.g., MOU, State Personnel Board laws and rules, Peace Officers Bill of Rights, and Departmental policy), on an as needed basis.

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Task #	Task
20.	Facilitate the hiring process to ensure the hiring of qualified candidates by conducting interviews, evaluating and selecting individuals to fill vacant positions in accordance with State Personnel Board Rules and Regulations, on an as needed basis.
21.	Responds to employee grievances in an effort to resolve their issues utilizing various resources (e.g. schedule, workload summary, special assignments, etc.) pursuant to MOU, Department Policy, Departmental Operations Manual (DOM), California Code of Regulations (CCR) Title 15, State/Federal laws, etc.
22.	Acts as a liaison between law enforcement, public agencies and the community for DAPO by attending and facilitating meetings (e.g., briefings, gang conferences, sex offender profile meetings, training sessions, schools, town hall meetings, etc.) to provide and disseminate pertinent information by utilizing the exchange of information from meetings and conferences to promote public awareness and safety pursuant to Department Policy, Departmental Operations Manual (DOM), California Code of Regulations (CCR) Title 15, State/Federal laws, etc.
23.	Provide periodic transportation for parolees/releasees/family members/victims/witnesses (e.g., employment interviews, hearings, jail, office, pick-up from institutions, social service agencies, etc.) to accomplish DAPO goals and objectives utilizing a state vehicle pursuant to Department Policy, Departmental Operations Manual (DOM), California Code of Regulations (CCR) Title 15, State/Federal laws, etc.

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24.	Qualify quarterly, with departmentally approved firearm(s), in compliance with Peace Officer Standard Testing (POST), to maintain proficiency and officer/public safety in the use of firearm(s) utilizing firing range, tactical drills, safety equipment (e.g., protective glasses, ear protection, soft body armor, etc.), pursuant to Department Policy, Departmental Operations Manual (DOM), California Code of Regulations (CCR) Title 15, State/Federal laws, etc.
25.	Perform case conference for arrest, parole violation, continue on parole (COP)/suspend/reinstate, treatment, cash assistant, etc., with a supervisor regarding parolee's/releasee's adjustment/compliance/needs to determine a course of action and to promote public safety utilizing case factors and all pertinent information (e.g. facesheet, ROS, field file, etc.) pursuant to Department Policy, Departmental Operations Manual (DOM), California Code of Regulations (CCR) Title 15, State/Federal laws, etc.
26.	Maintain parolees/releasees field file (e.g., reviewing/auditing, organizing documents, filing, updating, etc.) to produce a source of accurate information for appropriate supervision and public safety utilizing organizational/workload management skills pursuant to Department Policy, Departmental Operations Manual (DOM), California Code of Regulations (CCR) Title 15, State/Federal laws, etc.

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27.	Perform administrative duties, as assigned, in the parole unit/complex which includes: conducting initial interviews with parolee/releasee, update parolee's/releasee's information, process unscheduled office visits of parolee(s)/releasee(s)/collaterals, ANT, respond to emergencies, coordinate/assist office/field arrests, screen and respond to all phone calls, etc., utilizing field files/ROS and available computer systems (e.g., Interim Parolee Tracking System (IPTS), Law Enforcement Automated Data System (LEADS), Offender Based Information System (OBIS), Revocation Scheduling and Tracking System (RSTS), etc.) to facilitate public/office safety and continuous parole supervision in the absence of the Agent of Record (AOR) pursuant to Department Policy, Departmental Operations Manual (DOM), California Code of Regulations (CCR) Title 15, State/Federal laws, etc.
28.	Attend training, as required/mandated, for all Parole Agents (e.g., Use of Force, Parole Agent Safety and Tactical Training (PAST), American with Disability Act (ADA), Bloodborne Pathogen, Sexual Harassment, etc.) to maintain proficiency and officer/public safety utilizing training facility, in-service training, videos, bulletins/lectures, etc., pursuant to Department Policy, Departmental Operations Manual (DOM), California Code of Regulations (CCR) Title 15, State/Federal laws, etc.
29.	Administer, investigate and/or supervise parolees/releasees assigned to specialized caseloads (e.g., High Control (HC), High Service (HS), High Risk Sex Offenders, Second Strike Offenders, Mental Health cases, etc.) and special assignments (e.g., PAL Recovery, Police and Corrections Teams (PACT), etc.) to enhance public safety by monitoring, coordinating and tracking PACT participation, liaison with social services/law enforcement agencies, attend related meetings, etc., pursuant to Department Policy, Departmental Operations Manual (DOM), California Code of Regulations (CCR) Title 15, State/Federal laws, etc.

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30.	Conducts employment verifications of the parolee's/releasee's reported employment to confirm employment by utilizing collateral contacts, pay stub, letter of employment, etc., or using a state vehicle, as necessary, pursuant to Department Policy, Departmental Operations Manual (DOM), California Code of Regulations (CCR) Title 15, State/Federal laws, etc.
31.	Acts as the liaison between the parolee, Board of Parole Hearings and DAPO to provide due process to parolees pending revocation proceedings (e.g., by explaining the revocation process, attending revocation hearings to comply with mandated time frames, notify witnesses, etc.) by utilizing RSTS pursuant to Department Policy, Departmental Operations Manual (DOM), California Code of Regulations (CCR) Title 15, State/Federal laws, etc.
32.	Respond to appeals from parolees/releasees/inmates in an effort to resolve their issues pursuant to Department Policy, Departmental Operations Manual (DOM), California Code of Regulations (CCR) Title 15, State/Federal laws, etc.
33.	Assign a pre-parole file to a Parole Agent and upon completion, ensure the parole plan is appropriate pursuant to Department Policy, Departmental Operations Manual (DOM), California Code of Regulations (CCR) Title 15, State/Federal laws, etc.
34.	Perform administrative assignments (e.g. DAPO Headquarters and Regional Headquarters positions) to provide support to field operations pursuant to Department Policy, Departmental Operations Manual (DOM), California Code of Regulations (CCR) Title 15, State/Federal laws, etc.